

**Instructions for Application for Sheet Metal Work**  
**NEW LICENSE TYPES - "SHEET METAL WORK"**

**Department of Consumer Protection**  
**Occupational & Professional Licensing Division**

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*\*Applications for a "Trade License" is available on this web site*

**Effective January 1<sup>st</sup>, 2002**

"SHEET METAL WORK" MEANS THE INSTALLATION, ERECTION, REPLACEMENT, REPAIR OR ALTERATION OF DUCT WORK-SYSTEMS, BOTH FERROUS AND NONFERROUS AND INCLUDES BUT NOT LIMITED TO; WARM AND COOL AIR, VENTILATION, EXHAUST, PNEUMATIC CONVEYANCE, AND HOOD EXHAUST.

**LICENSING PROCEDURE PRIOR TO JANUARY 1<sup>ST</sup>, 2002**

An applicant must submit an application accompanied with the appropriate application and initial license fee of \$131.25 for Contractor types and \$90.00 for Journey person types.

Such application **must include proof of experience and any school related instruction.**

Your application will be reviewed and may be returned for additional documentation deemed necessary by the Department of Consumer Protection or the appropriate board.

When the applicant has qualified for a license, the Department of Consumer Protection will issue the license.

**LICENSING PROCEDURE AFTER JANUARY 1<sup>ST</sup>, 2002**

An applicant must submit an application accompanied with the appropriate application fee of \$75.00 for Contractor types and \$45.00 for Journey person types.

An approved applicant must pass an examination deemed necessary by the appropriate board. When the applicant has qualified for a license, the Department of Consumer Protection will issue the license. An applicant who fails may take up to two additional examinations during a one-year period. However, if the applicant does not pass the third examination, the applicant must wait a year before taking such examination again.

#### **LICENSING TERM AND RENEWAL**

Licenses for Contractors and Journeypersons in "Sheetmetal Work" will become effective on January 1<sup>st</sup>, 2002, and will expire on the 31st day of August and must be renewed yearly thereafter to maintain such license status. (The license period will be September 1<sup>st</sup> – August 31<sup>st</sup>).

#### **PENALTIES**

The appropriate examining board may, after notice and hearing, impose a civil penalty on any person who:

- Practices the work or occupation for which a license is required without first obtaining such license
- Willfully and falsely pretends to qualify to engage in such work or engages in the work after the license has expired
- Violates any provisions of the licensing law.

Civil penalties shall be up to \$1,000 for a **first** violation to \$1,500 for a **second** violation, and up to \$3,000 for the **third** and subsequent offenses.

Section 20-332-5 of the Regulations of Connecticut State Agencies is amended to read as follows:

#### **(u) LIMITED SHEET METAL CONTRACTOR (SM-1)**

THE HOLDER OF THIS LICENSE MAY PERFORM ONLY THAT WORK FOR THE INSTALLATION, ERECTION, REPLACEMENT, REPAIR OR ALTERATION OF ANY DUCT WORK SYSTEM, BOTH FERROUS AND NONFERROUS FOR DUCTWORK SYSTEMS OF ANY SIZE AND TYPE, EXCLUDING PNEUMATIC CONVEYANCE SYSTEMS WHICH ARE COVERED UNDER SECTIONS 20-332-5(a)(b)(c) AND (d) OF THESE REGULATIONS. THE REQUIREMENTS TO QUALIFY FOR THIS LICENSE EXAMINATION SHALL BE TWO (2) YEARS AS A PROPERLY LICENSED JOURNEYPEPERSON OR EQUIVALENT EXPERIENCE AND TRAINING.

#### **(v) LIMITED SHEET METAL JOURNEYPEPERSON (SM-2)**

THE HOLDER OF THIS LICENSE MAY PERFORM ONLY THAT WORK FOR THE INSTALLATION, ERECTION, REPLACEMENT, REPAIR OR ALTERATION OF ANY DUCT

WORK SYSTEM, BOTH FERROUS AND NONFERROUS FOR DUCTWORK SYSTEMS OF ANY SIZE AND TYPE, EXCLUDING PNEUMATIC CONVEYANCE SYSTEMS WHICH ARE COVERED UNDER SECTIONS 20-332-5(a)(b)(c) AND (d) OF THESE REGULATIONS. THE HOLDER OF THIS LICENSE MAY PERFORM SAID WORK ONLY WHILE IN THE EMPLOY OF A CONTRACTOR LICENSED FOR SUCH WORK. THE REQUIREMENTS TO QUALIFY FOR THIS LICENSE EXAMINATION SHALL BE THE COMPLETION OF A REGISTERED APPRENTICESHIP PROGRAM OR EQUIVALENT EXPERIENCE AND TRAINING.

**(w) LIMITED SHEET METAL RESIDENTIAL/ LIGHT COMMERCIAL CONTRACTOR (SM-3)**

THE HOLDER OF THIS LICENSE MAY PERFORM ONLY THAT WORK FOR THE INSTALLATION, ERECTION, REPLACEMENT, REPAIR OR ALTERATION OF DUCTWORK SYSTEM, BOTH FERROUS AND NONFERROUS FOR DUCTWORK SYSTEMS USED WITHIN A LIGHT COMMERCIAL OR RESIDENTIAL BUILDING OF ANY TYPE. LIGHT COMMERCIAL AND RESIDENTIAL IS A BUILDING WITH SINGLE AIR HANDLING UNITS NOT TO EXCEED 35 TONS OF COOLING, OR FANS OR BLOWERS NOT EXCEEDING 14,000 CUBIC FEET PER MINUTE (VOLUME), EXCLUDING PNEUMATIC CONVEYANCE SYSTEMS WHICH ARE COVERED UNDER SECTIONS 20-332-5(a)(b)(c) AND (d) OF THE REGULATIONS OF CONNECTICUT STATE AGENCIES. THE REQUIREMENTS TO QUALIFY FOR THIS LICENSE EXAMINATION SHALL BE TWO (2) YEARS AS A PROPERLY LICENSED JOURNEYPERSON OR EQUIVALENT EXPERIENCE AND TRAINING.

**(x) LIMITED SHEET METAL RESIDENTIAL/ LIGHT COMMERCIAL JOURNEYPERSON (SM-4)**

THE HOLDER OF THIS LICENSE MAY PERFORM ONLY THAT WORK FOR THE INSTALLATION, ERECTION, REPLACEMENT, REPAIR OR ALTERATION OF DUCTWORK SYSTEM, BOTH FERROUS AND NONFERROUS FOR DUCTWORK SYSTEMS USED WITHIN A LIGHT COMMERCIAL OR RESIDENTIAL BUILDING OF ANY TYPE. LIGHT COMMERCIAL AND RESIDENTIAL IS A BUILDING WITH SINGLE AIR HANDLING UNITS NOT TO EXCEED 35 TONS OF COOLING, OR FANS OR BLOWERS NOT EXCEEDING 14,000 CUBIC FEET PER MINUTE (VOLUME), EXCLUDING PNEUMATIC CONVEYANCE SYSTEMS WHICH ARE COVERED UNDER SECTIONS 20-332-5(a)(b)(c) AND (d) OF THE REGULATIONS OF CONNECTICUT STATE AGENCIES. THE HOLDER OF THIS LICENSE MAY PERFORM SAID WORK ONLY WHILE IN THE EMPLOY OF A CONTRACTOR LICENSED FOR SUCH WORK. THE REQUIREMENTS TO QUALIFY FOR THIS LICENSE EXAMINATION SHALL BE THE COMPLETION OF A REGISTERED APPRENTICESHIP PROGRAM OR EQUIVALENT EXPERIENCE AND TRAINING.

**(y) LIMITED SHEET METAL CONTRACTOR HOOD SYSTEMS (SM-5)**

THE HOLDER OF THIS LICENSE MAY PERFORM ONLY THAT WORK FOR THE INSTALLATION, ERECTION, REPLACEMENT, REPAIR OR ALTERATION OF DUCTWORK SYSTEM, BOTH FERROUS AND NONFERROUS FOR HOOD DUCTWORK SYSTEMS OF ANY SIZE AND TYPE LIMITED TO AND AS IT PERTAINS TO THE PROSCRIBED CODE STANDARDS, EXCLUDING PNEUMATIC CONVEYANCE SYSTEMS WHICH ARE COVERED UNDER SECTIONS 20-332-5(a)(b)(c) AND (d) OF THE REGULATIONS OF CONNECTICUT STATE AGENCIES. THE REQUIREMENTS TO QUALIFY FOR THIS LICENSE EXAMINATION SHALL BE TWO (2) YEARS AS A PROPERLY LICENSED JOURNEYPERSON OR EQUIVALENT EXPERIENCE AND TRAINING.

**(z) LIMITED SHEET METAL JOURNEYPERSON HOOD SYSTEMS (SM-6)**

THE HOLDER OF THIS LICENSE MAY PERFORM ONLY THAT WORK FOR THE INSTALLATION, ERECTION, REPLACEMENT, REPAIR OR ALTERATION OF DUCTWORK SYSTEM, BOTH FERROUS AND NONFERROUS FOR HOOD DUCTWORK SYSTEMS OF ANY SIZE AND TYPE LIMITED TO AND AS IT PERTAINS TO THE PROSCRIBED CODE STANDARDS, EXCLUDING PNEUMATIC CONVEYANCE SYSTEMS WHICH ARE COVERED UNDER SECTIONS 20-332-5(a)(b)(c) AND (d) OF THE REGULATIONS OF CONNECTICUT STATE AGENCIES. THE HOLDER OF THIS LICENSE MAY PERFORM SAID WORK ONLY WHILE IN THE EMPLOY OF A CONTRACTOR LICENSED FOR SUCH WORK. THE REQUIREMENTS TO QUALIFY FOR THIS LICENSE EXAMINATION SHALL BE THE COMPLETION OF A REGISTERED APPRENTICESHIP PROGRAM OR EQUIVALENT EXPERIENCE AND TRAINING.

**(aa). SHEET METAL WORK**

**ANY PERSON HOLDING A LICENSE AS DEFINED WITHIN SECTION 20-330(5) OF THE CONNECTICUT GENERAL STATUTES MAY PERFORM "SHEET METAL WORK" AS IT PERTAINS TO THE TYPE OF LICENSE THAT SUCH PERSON HOLDS.**

STATEMENT OF PURPOSE: To comply with the provisions of Public Act 99-253 concerning sheet metal work.